

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, January 5, 2004
City Hall, Committee Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: January 5, 2004

VI. Approval of Minutes: December 8, 2003

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

Milpitas Youth Soccer Presentation – Mike Baker (10 minutes)

IX. Old Business

1. Family Child Care Assistance Fund Policies and Procedures Update (Toby Librande, Child Care Coordinator)

Background: In 1991, the Milpitas City Council funded a Child Care Study to assess the status of the child care systems in Milpitas and to review best practices and implement action steps. The Council received the full report with staff recommendations in March 1994. One of the recommendations from this report was to initiate a new grant program for family child care providers. Staff created a pilot program that was presented to the Parks, Recreation and Cultural Resources Commission (PRCRC) on November 8, 1995. At this meeting, the PRCRC reviewed and unanimously approved the Child Care Grant Program and Process. The item was then agendized for the January 23, 1996, Milpitas City Council meeting. At this time, Council unanimously approved the proposed Child Care Grant Program, permitting implementation and advertising 30 days from the Council's approval. The first round of funding began the same fiscal year, 1995/1996,

with three grants being issued. Please refer to the Attachment “Comprehensive Family Child Care Assistance Fund Grantee List” for a complete breakdown of funding beginning in 1995/1996 through the present.

The only changes to the program over the past eight years have been monetary in nature. The fiscal year budget increased, from the initial annual funding of \$2500.00 in 1995/1996, \$3500.00 in FY 1999/2000, to the current level of \$4000.00 in 2001/2002. Also, the individual annual grant limit increased effective FY 2002/2003 from \$250.00 to \$500.00 per applicant. No other changes to the Policies and Procedures have been adopted.

Since the inception of the grant program, the recognized importance of the child care field has blossomed. Two trends have helped support the concept that child care is more than just “babysitting”. The first trend is that of current brain research, which continues to demonstrate the importance of quality early learning experiences for young children’s optimal development. The second trend, which has emerged over the past decade is the idea that quality child care environments not only support the healthy development of children, but also support the healthy development of local economies. If children are in quality care, parents can contribute to the workforce, which strengthens local businesses. These trends, taken together with feedback received from grantees (regarding both the content of the policies as well as the steps in the process), prompted staff to begin a policies and procedures review of the Family Child Care Assistance Fund. Staff identified four desired outcomes to updating the Family Child Care Assistance Fund Policies and Procedures:

1. To align the funding priorities with current county, state and federal priorities
2. To clarify the language of the document to be more reader-friendly
3. To reorganize the details of the eligibility requirements, funding priorities, fiscal limits and application process, and
4. To address possible provider licensing issues and outline the procedure for funds recovery.

Staff utilized the above desired outcomes to guide the Family Child Care Assistance Fund grant program update. Various changes were incorporated into the proposed Policies and Procedures document, which are detailed below. Staff then forwarded the current Policies and Procedures and the proposed changes to the City Attorney for review. In addition to an overall review, staff requested that the City Attorney specifically review the proposed priority funding change and suggest a process by which the City could recover grant funding should a grantee have a problem with licensing or close their business. The City Attorney’s response via email is attached to the Commissions packet for review. In addition, the suggested language covering the licensing issue was incorporated into the Fiscal Limits and Conditions, Items 3 and 4.

The most significant changes to the Policies and Procedures are as follows:

1. The title of the program was changed from the Individual Family Child Care Assistance Fund to the Family Child Care Assistance Fund.
2. The Purpose section was rewritten to clearly state the goal for the grant fund, “ to increase program quality in Milpitas family child care homes”, and define the term “family child care home”.
3. The Eligibility Requirements were streamlined.
4. The 51% resident requirement was removed. Justification for this change centers around the concept that child care supports not only residents, but also local businesses. For continued economic vitality, local businesses benefit by having accessible child care for their employees.
5. Applicants must now submit a copy of their current family child care license issued by the Department of Social Services, Community Care Licensing.
6. The term that grantees have to return documentation of grant expenditures was changed from 30 days to 1 year. The condition was added that grantees that have not submitted all necessary paperwork are not eligible for subsequent grant allocations until City staff has received the missing items.
7. Funding priority details were added. Priority funding now will go to support providers who care for children with special needs or developmental delays. Specific examples of appropriate second priority funding requests were also outlined.
8. The fiscal limit section was expanded to include funding conditions. Specifically, language was added per the City Attorney outlining the conditions by which a grantee must return funding to the City.
9. The Parks, Recreation and Cultural Resources Commission may now recommend any amount deemed appropriate, which may be less than or up to the full \$500.00 annual limit. The PRCRC may not recommend funding which exceeds this annual limit.
10. The current Acceptable Funding Criteria section was rewritten and incorporated into the new Funding Priority section.
11. The Application Process section was flushed out to detail more precisely the responsibilities and process of the applicant and the City staff.
12. Under the Application Process section, Item 9, grantees may now be invited to sign a Press Release Consent Form, in order to have press releases issued to highlight the provider and grant disbursements.

Included in the Commission packets are four items for review:

1. The current Individual Family Child Care Assistance Fund Policies and Procedures Document
2. The proposed Family Child Care Assistance Fund Policies and Procedures Document
3. The Comprehensive Family Child Care Assistance Fund Grantee List
4. The e-mail response from the City Attorney, Mr. Peter Spoerl

At the December 8, 2003, PRCRC meeting, the Commission tabled this item so the Commission would be able to review the document and bring any recommendations for changes to the January 5, 2004, meeting.

Staff Recommendation: Discuss and approve the proposed changes to the Family Child Care Assistance Fund Policies and Procedures.

X. New Business

1. Election of Officers

Background: According to the Parks, Recreation and Cultural Resources Commission By-Laws, Section 5. Officers, "A Chairperson and Vice-Chairperson will be annually selected at the first meeting of the calendar year from the appointed members for a term of one year."

Recommendation: Adhere to PRCRC By-Laws and hold nominations for the 2004 Chair and Vice Chair Officers.

2. 2002 Park Bond Act (Proposition 40) (Blair King, Assistant City Manager)

Background: On August 5, 2002, the PRCRC recommended that the City Council use the City's 2000 State Park Bond (Proposition 20) funds to pay for the rehabilitation of playground equipment and to provide for improved handicapped access at Hall, Dixon Landing, Foothill, and Pinewood Parks. At the time the Commission took this action, the Commission was presented with a ranked list of potential projects and asked to recommend the highest priority project. The Commission was also advised that a second allocation of park bond funds from the State's 2002 Park Bond (Proposition 40) would be available soon and that the Commission would be asked to recommend expenditure of these funds at a later date.

The Commission is now being asked to consider the 2002 Park Bond disbursement. Consistent with the rankings the Commission previously considered, it is recommend the Commission recommend that City Council commit its 2002 Park Bond allocation of \$453,761 to resurfacing outdoor athletic courts, e.g. tennis and basketball courts.

The 2002 Park Bond grants come from two components, the Per Capita Program and the Roberti-Z' Berg-Harris (RZH) Block Grant Program. The City's allocation under the Per Capita Allocation is \$281,000. The funds may be used for acquisition or development. The definition of development includes the renovation and expansion of existing facilities. The funds may not be used for usual and routine maintenance. The RZH Block Grant Program is one of three components of the RZH Program. The City's allocation under the RZH Block Grant is \$172,761. In 2003, with the passage of AB 1747, the match requirement of the RZH grant was eliminated. There are no match requirements for either grant. However, additional money may need to be appropriated to the selected project in order to address project needs or to provide a satisfactory amount of funds to complete the project.

In October 2001, Planning, Recreation, and Public Works staff began to list possible projects for Park Bond expenditures. In total, close to 75 different park and open space needs were listed. Staff considered need, previous efforts, and other available funding sources to develop a ranking of six projects for Park Bond funding. They were: (1) Park Playground Rehabilitation, Safety, and Accessibility; (2) Athletic Court Resurfacing; (3) Off-Leash Dog Park; (4) Alviso Adobe Renovation and Site Improvements; (5) Sports Center; and (6) Trail Program.

With the exception of Cardoza Park, the playgrounds most in need of rehabilitation have been, or in the process of being, improved. This list includes Pinewood (two playgrounds), Dixon Landing, Hall (two playgrounds), Foothill, and Selwyn Parks (Selwyn is funded via CDGB). Cardoza Park is identified for improvements along with the Sports Center project. If the Sports Center project should be delayed, a recommendation may be made to proceed with a stand-alone playground safety and handicapped accessibility project for Cardoza Park.

The Off-Leash Dog Park has been completed. The City's Engineering Division continues to struggle with issues of site access related to the Alviso Adobe; however, funding is available. Of the top six priority project, only the Athletic Court Resurfacing project currently has no identified funding source.

Milpitas has approximately 194,866 sq.ft. (4.47 acres) of athletic court surfaces including tennis, basketball, and handball courts. Athletic courts at Pinewood, Gill, and Dixon Landing Parks have recently been resurfaced. Courts at Hall, Yellowstone, and Calle Oriente Parks are in need of repair or major rehabilitation. Assessment by staff and the public of these courts indicate surfaces are in poor condition and some courts may require reconstruction.

The City Council must take action by June 1, 2004, in order to secure the 2002 Park Bond grant funds.

Staff is also monitoring other available Park Bond funds in order to leverage as many other grant funds as possible. More information on the California Park Grant Programs is available on the California Department of Parks and Recreation website:

www.parks.ca.gov.

Recommendation: Recommend that the City Council designate the use of the 2002 (Proposition 40) Park Bond funds for athletic court surfacing project.

Staff Reports

1. Parks Monthly Response Log

XI. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, and Mohsin)

XII. Future Agenda Items

February – Park Priorities

XIII. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, February 2, 2004
City Hall, Committee Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: February 2, 2004

VI. Approval of Minutes: January 5, 2004

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Youth Sports Grant Request – Southpawsprep (Kerrilyn Ely, Recreation Services Supervisor)

Background: On June 17, 2003 the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2003-2004 budget year. Included in the Commission packet for review and consideration of (1) Organizational Request for Youth Sports Assistance.

Youth Sports Assistance Fund Application was received from Southpawsprep, requesting \$ 1,131.50 to offset costs of the purchase of speed training jump ropes, super shoot rack, quick feet reaction balls, sports gameplan software, medical kit (2), and scouting/coaching clipboards.

This applicant meets the eligibility for the grant process. Staff has reviewed the items requested and has found that some items do not meet the application guidelines, under the section, "Funding consideration will be given", page 2, and item #3 states; "To one time

activities or capital equipment purchases designed to address a significant need or problem which the organization cannot routinely finance.”

Items requested that do not meet guideline criteria:

Scouting clipboards 4 @ \$22.00 =	\$88.00
Speed training jump ropes 12@\$15.00=	\$180.00
Quick feet reaction balls 7 @ 8.50. =	\$59.50
<i>Subtotal</i>	<i>\$ 327.50</i>

Items that meet the guideline criteria:

Super Shoot Rack	\$ 350.00
Gameplan Software	\$ 130.00
Medical Kits 2@ 125.00	\$ 250.00
Subtotal	\$ 730.00

There is currently a **balance of \$2,050.00** in the 2003-2004 Youth Sports Assistance Fund.

Recommendation: In reviewing this application, Staff is recommending that Southpawprep be considered for funding of \$730.00, **leaving a balance of \$1,300.00 for the remainder of the fiscal year** to be used for future Youth Sports Assistance Funds Requests.

2. Christ Community Church of Milpitas – Facility Use on April 10, 2004 (Jennifer Tagalog, Public Services Supervisor)

Background: Christ Community Church of Milpitas is requesting the use of Sinnott Park for their annual Easter Egg Hunt on April 10, 2004. As detailed in resolution 6130, any group requesting the use of a City facility for a special event in attendance in excess of 250 participants, must be approved by the Parks, Recreation and Cultural Resources Commission. A copy of the application proposal providing details on the event is enclosed in the agenda packet for your review.

Recommendation: Approve applicant’s request for use of Sinnott Park on April 10, 2004 for their Annual Easter Egg Hunt.

3. Commission Work Plan for 2004 (Bonnie Greiner, Recreation Services Manager)

Background: Included in the Commissions packet is a copy of Parks, Recreation and Cultural Resources Commission 2003 Work Plan.

Recommendation: Review 2003 Work Plan and Discuss and develop 2004 Work Plan

X. Staff Reports

1. Parks Monthly Response Log

XI. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Mohsin, Munzel)

XII. Future Agenda Items

March

XIII. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, March 1, 2004
City Hall, Committee Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: March 1, 2004

VI. Approval of Minutes: February 2, 2004

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. Old Business

1. Commission Work Plan for 2004 (Bonnie Greiner, Recreation Services Manager)

Background: At the February 2, 2004, Parks, Recreation and Cultural Resources Commission meeting, the Commission discussed possible revisions for the 2004 PRCRC Work Plan. Commissioners were requested to come back to the March meeting with additional ideas and suggestions. Included in the packet for Commission review is a copy of the draft of the 2004 Work Plan.

Recommendation: Develop 2004 Work Plan.

X. New Business

1. Community Garden and Alviso Adobe Tour – Date and Time Selection (Blair King, Assistant City Manager)

Background: Previously the Parks, Recreation and Cultural Resources Commission voted as part of their work plan to have a tour of the Community Garden and Alviso Adobe in place of the June 7, 2004, PRCRC meeting. The Commission is requested to select a date and time for the Tour. A representative from Parks will be schedule to attend the Tour and answer any questions the Commission may have. Recreation staff will provide a Van Driver/Van to escort the Commissioners on the Tour.

Recommendation: Select a date and time for the Community Garden and Alviso Adobe Tour.

2. Youth Sports Assistance Fund Budget Changes (Bonnie Greiner, Recreation Services Manager)

Background: Over the past few years' monies have remained unused in the Youth Sports Assistance Fund Grant budget. At the request of the PRCRC Commission to increase funds in the Child Care Grant funding, staff will perform a budget re-allocation at Fiscal Year 2004-2005 budget hearing to provide both grants with \$8,000.00 each without impacting the fiscal year budget total.

Recommendation: Note receipt and file.

3. Park Development and Maintenance Priorities (Blair King, Assistant City Manager)

Background: Information regarding park development and maintenance such as General Plan Information, Park Fund Balance, and an assessment of Park conditions will be distributed at the meeting. Staff will be in attendance at the meeting for the presentation and will be available to answer any questions the Commission may have.

Recommendation: Note receipt and file

XI. Staff Reports

1. Parks Monthly Response Log

XII. Liaison Reports

- 1. City Council – Council Member Polanski (50th Anniversary Update)**
- 2. Community Advisory Commission –**
- 3. Senior Advisory Commission – Commissioner Gill**
- 4. Planning Commission – Commissioner Tuason**
- 5. Youth Advisory Commission - Commissioner Munzel**
- 6. Milpitas Historical Society –**
- 7. Arts Commission – Commissioner Krommenhock**
- 8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)**

XIII. Future Agenda Items

April - 50th Anniversary History Video

XIV. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, April 5, 2004
City Hall, Committee Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: April 5, 2004

VI. Approval of Minutes: March 1, 2004

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

50th Anniversary Historical Video

IX. Old Business

1. Commission Work Plan for 2004 (Bonnie Greiner, Recreation Services Manager)

Background: At the February 2, 2004, Parks, Recreation and Cultural Resources Commission meetings, the Commission discussed possible revisions for the 2004 PRCRC Work Plan. Commissioners were requested to come back to the March meeting with additional ideas and suggestions. At the March 1, 2004, meeting, the Commission added some additional items to the Work Plan. Included in the packet for Commission review is a copy of the draft of the 2004 Work Plan.

Recommendation: Approve 2004 Work Plan and forward recommendation to City Council.

X. New Business

1. Presentation of 2004-2009 Capital Improvement Program (Mike McNeely, City Engineer and Doug DeVries, Associate Civil Engineer)

Background: Staff will provide an overview of the Parks section of the proposed Draft 2004-2005 Capital Improvement Program Document. The Commission advises staff on the draft document which is scheduled to be submitted to City Council on April 20, 2004.

Recommendation: Review Park segment projects and advise staff accordingly.

XI. Staff Reports

1. Parks Monthly Response Log

XII. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Ku
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)

XIII. Future Agenda Items

May

XIV. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, May 3, 2004
City Hall, Committee Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: May 3, 2004

VI. Approval of Minutes: April 5, 2004

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Potential Change to PRCRC Commission By-laws (Bonnie Greiner, Recreation Services Manager)

Background: It has been suggested that the Commission review their existing by-laws and review section 6. Meetings and discuss the possibility of meeting bi-monthly (January, March, May, July, September, November). Included in the Commission's packet is a copy of the current by-laws.

Recommendation: Discuss and direct staff accordingly.

2. Automotive and Pedestrian Circulation Plan at the Sports Center (Bonnie Greiner, Recreation Services Manager)

Background: Staff has developed a conceptual plan for improving automotive and pedestrian circulation at the Sports Center. This new plan has been favorably reviewed by City staff and the Milpitas Unified School District staff, including Superintendent Dr. Karl Black. Staff will be presenting this plan for review to the Parks, Recreation, and Cultural Resources Commission, the Planning Commission, as well as the Milpitas Unified School District School Board, and City Council.

The highlights of the plan include:

- 1) Addition of 135 parking spaces (20% increase).
- 2) Parking areas east of the school, north of the Sports Center and northwest of the Sports Center office.
- 3) A main path, accessible for maintenance vehicles, with pedestrian walkways on either side, flanked by trees.
- 4) Perimeter access for emergency access to fields.
- 5) Jogging paths around the four fields (tennis, main soccer, baseball & practice soccer).
- 6) A main pedestrian walkway, from Calaveras Boulevard to the Sports Center, lighted & flanked by trees.
- 7) Newly landscaped frontage along Calaveras Boulevard.
- 8) Relocated main entrance from Calaveras Boulevard farther away from Calaveras Boulevard and Park Victoria.
- 9) Relocated east entrance from Calaveras Boulevard that lines up with Carnegie Drive, that become a signalized intersection under another contract.
- 10) Repaired fence along the east school property line.
- 11) Lighted walkways throughout the school & Sports Center site.
- 12) 20' wide exit only driveway to Park Victoria.

Recommendation: Hear staff report and forward recommendation on the City Council for final approval.

X. Staff Reports

1. Parks Monthly Response Log

XI. Liaison Reports

- 1. City Council – Council Member Polanski (50th Anniversary Update)**
- 2. Community Advisory Commission – Commissioner Ku**
- 3. Senior Advisory Commission – Commissioner Gill**
- 4. Planning Commission – Commissioner Tuason**
- 5. Youth Advisory Commission - Commissioner Munzel**
- 6. Milpitas Historical Society –**
- 7. Arts Commission – Commissioner Krommenhock**
- 8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)**
- 9. Ethics Workshops (Commissioner Munzel)**

XII. Future Agenda Items

June – Parks Tour Following Meeting (9 a.m. – 12 p.m.)*

***Reminder: Meeting at Community Center, 457 E. Calaveras Blvd.**

XIII. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Saturday, June 5, 2004

Milpitas Community Center, 7 & 8

457 E. Calaveras Blvd.

9:00 AM

(Park Tour Following Business Meeting)

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda:

VI. Approval of Minutes:

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Youth Sports Grant Assistance – North Valley Bobby Sox (Aaron Bueno, Aquatics/Adult Sports Coordinator)

Background: On June 17, 2003 the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2003-2004-budget year. Included in the Commission packet for review and consideration of (1) Group Requests for Youth Sports Assistance.

Youth Sports Assistance Fund Application was received from North Valley Milpitas Bobby Sox, requesting \$ 1,000.00 to offset costs of hosting the 2004 National Tournament of Champions Softball Tournament August 7th- 11th in Milpitas. Funds would be used to offset cost of field chalk, safety bases and overtime costs of Park Services and Public Works for weekend trash pick-up at tournament sites.

This applicant meets the eligibility for the grant process. Staff has reviewed the items requested and has found that all requested items meet the application guidelines, under the section,

“Funding consideration will be given”, page 2, and item #2 states; “For an event occurring where additional funding is required for a special tournament or event where participants are advancing beyond the normal spectrum or league play, hence causing additional expenses”.

There is currently a balance of \$1,320.00 in the 2003-2004 Youth Sports Assistance Fund.

Recommendation: Staff is recommending that the PRCRC review this organizational application. Staff would recommend that North Valley Milpitas Bobby Sox be considered for funding of \$1,000.00, leaving a balance of \$ 320.00 for the remainder of the fiscal year.

X. Staff Reports

1. Parks Monthly Response Log

XI. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Ku
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)

XII. Future Agenda Items

XIV. Adjournment

Park Tour Schedule

Location

1 - Alviso Adobe Tour

2 – Foothill Park

3 – Pinewood Park

4 – Hall Park

5 – Dixon Landing Park

6 – Community Garden

7 – Milpitas High School Track (if time permits)

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, August 2, 2004
City Hall Committee Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda:

VI. Approval of Minutes:

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. Old Business

1. Potential Change to PRCRC Commission By-laws (Bonnie Greiner, Recreation Services Manager)

Background: It has been suggested that the Commission review their existing by-laws and review section 6. Meetings and discuss the possibility of meeting bi-monthly (January, March, May, July, September, November). Included in the Commission's packet is a copy of the current by-laws.

Recommendation: Discuss recommendations and direct staff accordingly.

2. Park Mileage Signs (Bonnie Greiner, Recreation Services Manager)

Background: On March 3, 2003, the Commission discussed installment of walking mileage signs at various parks throughout Milpitas, including Hidden Lake, Foothill, Creighton, Ben Rodgers, Augustine, Cardoza, Pinewood and Hillcrest, as well as the trails from Walter Reuther

to Gill, and from Murphy to Sinnott Park. Included for the commissions review are the new signs that have been posted at Hidden Lake Park and Murphy Park.

Recommendation: To have Commission review mileage signs and make recommendations if any for other parks to have mileage signs added in the future, pending budget allocations.

X. New Business

1. Youth Sports Grant Assistance – Milpitas National Little League South (Kerri Ely, Recreation Services Supervisor)

Background: On June 1, 2004, the Milpitas City Council approved and appropriated \$8,000.00 for the Youth Sports Assistance Fund for the 2004-2005-budget year. Included in the Commission's packet for review and consideration is one (1) Group Request for Youth Sports Assistance.

Youth Sports Assistance Fund Application was received from Milpitas National Little League South, requesting \$ 1,000.00 to offset costs of purchasing two (2) scoreboard controllers, (2) sets of bases and dimple balls.

This applicant meets the eligibility for the grant process. Staff has reviewed the items requested and has found that all requested items meet the application guidelines, under the section, "Funding consideration will be given", page 2, and item #3 states; "To one time activities or capital equipment purchases designed to address a need or problem which organization cannot routinely finance".

There is currently a balance of \$8,000.00 in the 2004-2005 Youth Sports Assistance Fund.

Recommendation. Staff recommends that Milpitas National Little League South be considered for funding of \$1,000.00, leaving a balance of \$ 7,000.00 for the remainder of the fiscal year.

2. Family Child Care Assistance Fund (Christine Rodriguez-Vigil, Preschool Coordinator;)

The purpose of this fund is to increase program quality in Milpitas family child care homes. By submitting a grant request to the City, approved Milpitas family child care providers have the opportunity to purchase services and supplies which will create safer and more enriching environments for children. A family child care home is defined as a business, licensed to provide child care services in the provider's primary residence. All family child care homes are described as small or large, depending on the number and ages of children cared for, but can serve no more than 14 children.

The City Council approved \$6000.00 for the Family Child Care Assistance Fund for FY 2004-2005. All of these funds are currently available for distribution. As of the 2002-2003 fiscal year, the City of Milpitas Family Child Care Assistance Fund Policies and Procedures allowed a yearly maximum of \$500.00 per applicant. In addition, the PRCRC and City Council approved revised Policies and Procedures that took effect July 1, 2004. Notably, applicants are now not required to have 51% of their clients be Milpitas residents. In lieu of this requirement, however, the applications have been adapted to begin collecting data regarding resident/work status of the provider's clients (see attachment Family Child Care Assistance Fund Client Resident & Work

Status). In addition, priority funding was implemented for providers caring for children with special needs or developmental delays.

To date, fourteen family child care providers submitted applications for funding assistance to be reviewed at the August 2004 Parks, Recreation and Cultural Resources Commission meeting. Upon staff's review each applicant meets the established criteria. Please see the summary table, Family Child Care Assistance Fund Grants Received as of 7/14/04, for each provider's request. Additional details are available by reviewing the grant applications included in the Commission's packets.

Recommendation: Fund Laura Cooper, Phyllis Corriea and Fauzia Salim at the full \$500 grant level. All of these providers currently care for children with special needs or developmental delays, thus qualify for first priority funding.

Fund Sik Kwok, Elba Chagolla, Georgette Christopher and Francisca Diaz at the full \$500 grant level. Ms. Christopher applied last fiscal year, but was not funded due to the grant fund being exhausted prior to the receipt of her application. Ms. Kwok, Ms. Chagolla and Ms. Diaz have never received funding from the City.

Fund the remaining applicants at the partial funding level of \$350. Ms. Ding, Ms. Egusa, Ms. Clanton, Ms. Araya, Ms. Lagman, Ms. Ligon, and Ms. Samawi are all previous grant recipients from two or more fiscal years.

If approval is granted, \$50 will remain in the Child Care Assistance Fund for the remainder of the FY 2004/2005.

3. Christ Community Church of Milpitas – Facility Use on September 19, 2004 (Lisa Ciardella, Public Services Clerk)

Background: Christ Community Church of Milpitas is requesting the use of Sinnott Park for their International Picnic September 19, 2004. As detailed in resolution 6130, any group requesting the use of a City facility for a special event with attendance in excess of 250 participants, must be approved by the Parks, Recreation and Cultural Resources Commission. A copy of the application proposal and event details is enclosed in the agenda packet for the Commission's review.

Recommendation: Approve applicant's request for use of Sinnott Park on September 19, 2004 for their International Picnic.

4. California Environmental Quality Act (CEQA) Review Process, (James Lindsay, Acting Planning Manager)

Background: The Commission recently received a Notice of Preparation (NOP) to prepare an Environmental Impact Report (EIR) for several City sponsored projects along North Main Street. The purpose of the NOP is to solicit comments on the scope of the impacts analyzed in the EIR. Planning staff will provide the Commission a brief presentation of the CEQA process as it relates to the North Main Street Projects EIR and be available to answer any questions.

Recommendation: Note, receipt and file.

XI. 5. Staff Reports

1. Parks Monthly Response Log

XII. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Ku
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)

XIII. Future Agenda Items

XIV. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, September 13, 2004
Milpitas Community Center Room 7/8
457 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda:

VI. Approval of Minutes:

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. Old Business

1. Review of the Preliminary Concept Plan for the Affordable Housing Project (Blair King, Assistant City Manager)

Background: Blair King, Assistant City Manager, will present information on this item to the Commission.

Recommendation: Review, discuss and provide input on the Concept Plan.

X. New Business

1. Youth Sports Grant Assistance (Kerrilyn Ely, Recreation Services Supervisor)

Background: On June 1, 2004, the Milpitas City Council approved and appropriated \$8,000.00 for the Youth Sports Assistance Fund for the 2004-2005-budget year. Included in the

Commission's packet for review and consideration is one (1) Individual Youth Sports Assistance request and (3) three organizational assistance requests:

One Individual Youth Sports Assistance Fund Application was received from **Martin McKeefery, requesting \$500.00** to offset the cost of competing in the Legends Cars National in Las Vegas Nevada on October 7- 9, 2004.

This application falls within the guidelines, under section, "Funding consideration will be given", page 3, item #4 states; "As an event occurring where additional funding is required for a special event where participants are advancing beyond the normal spectrum of league play, hence additional expenses."

One (1) Organizational Youth Sports Assistance Fund Application was received from **Milpitas Youth Soccer Club, requesting \$ 1,000.00** to offset the cost of purchasing one set of soccer goals for their U10 division.

One (1) Organizational Youth Sports Assistance Fund Application was received from **Milpitas North Little League, requesting \$ 1,000.00** to offset the cost of purchasing scoreboards for Dixon Landing Park baseball fields.

One (1) Organizational Youth Sports Assistance Fund Application was received from **Milpitas Red Devils Youth Baseball, requesting \$ 1,000.00**. Applicant requests \$500.00 to offset the cost of purchasing one (1) pitching machine and \$500.00 to offset team members cost of competing in the Desert Classic on October 29th - 31st in Las Vegas, Nevada.

These applicants meet the eligibility for the grant process. Staff has reviewed the items requested and has found that the requested items meet the application guidelines, under the section, "Funding consideration will be given", page 2, and item #3 states; "To one time activities or capital equipment purchases designed to address a need or problem which organization cannot routinely finance" and under section, "Funding consideration will be given", page 3, item #4 states; "As an event occurring where additional funding is required for a special event where participants are advancing beyond the normal spectrum of league play, hence additional expenses."

There is currently a **balance of \$7,000.00** in the 2004-2005 Youth Sports Assistance Fund.

Recommendation: Staff recommends that the PRCRC review the applications and approve the following; one individual grant in the amount of \$500.00 to Martin McKeefery and three (3) organizational requests for \$1000.00 each to Milpitas Youth Soccer Club, Milpitas League North and the Milpitas Red Devils Baseball Program, **leaving a balance of \$ 3500.00 for the remainder of the fiscal year.**

2. Family Child Care Assistance Fund (Toby Librande, Child Care Coordinator)

Background: The purpose of this fund is to increase program quality in Milpitas family child care homes. By submitting a grant request to the City, approved Milpitas family child care providers have the opportunity to purchase services and supplies which will create safer and more enriching environments for children. A family child care home is defined as a business, licensed

to provide child care services in the provider's primary residence. All family child care homes are described as small or large, depending on the number and ages of children cared for, but can serve no more than 14 children.

The City Council approved \$6000.00 for the Family Child Care Assistance Fund for FY 2004-2005. \$1050 of these funds is currently available for distribution. As of the 2002-2003 fiscal year, the City of Milpitas Family Child Care Assistance Fund Policies and Procedures allowed a yearly maximum of \$500.00 per applicant. In addition, the PRCRC and City Council approved revised Policies and Procedures that took effect July 1, 2004. Notably, applicants are now not required to have 51% of their clients be Milpitas residents. In lieu of this requirement, however, the applications have been adapted to begin collecting data regarding resident/work status of the provider's clients (see attachment **Family Child Care Assistance Fund Client Resident & Work Status**). In addition, priority funding was implemented for providers caring for children with special needs or developmental delays.

Two family child care providers submitted applications for funding assistance to be reviewed by the Parks, Recreation and Cultural Resources Commission, but were unable to attend the August meeting. The providers are requesting review of their applications at the September 13, 2004 PRCRC meeting. Each applicant meets the established criteria.

Provider Name & Date Application Received	Funding Request	Grant Years Funded	Special Needs children enrolled?	Last FY Funding Status	Grant request for what services/supplies?
Laura Cooper 6/22/04	\$500	99/00	Yes Two children	Application received last year after all the funding had been disbursed	Reimbursement for Mission College special needs course "Facilitating Inclusion in Early Childhood Programs", sensory table and supplies, manipulatives, language activities
Francisca Diaz 7/14/04	\$500	None	No	Never before funded	Outside play equipment such as a swing, slide, monkey bars, playhouse for physical and social development, tuition fees for early childhood education course, computer for the children to improve motor coordination and study skills

Additional details are available by reviewing the grant applications included in the Commission's packets.

Recommendation: Fund Laura Cooper at the full \$500 grant level. She currently cares for children with special needs or developmental delays, thus qualifies for first priority funding. Fund Francisca Diaz at the full \$500 grant level. Ms. Diaz has never received funding from the City. If approval is granted, \$50 will remain in the Child Care Assistance Fund for the remainder of the FY 2004/2005.

3. Letter from LSA Associates INC. (Dennis Carrington, Senior Planner)

Background: A letter from LSA Associates was received on August 11, 2004, which has been placed in your packet for review. This letter is in reference to North Main Street Development Projects, requesting if this Commission has any information or concerns about historical resources in the study area. The study area includes Carlo Street, North Able Street, Weller Lane, and the Union Pacific rail line.

Recommendation: Discuss the letter and forward any information and / or concerns that the Commission feels is necessary to the LSA Associates, INC.

4. City of Milpitas Ethics Code Training

Background: The Milpitas City Council requests that all City Commissioners attend one of the two-scheduled training sessions on the new Ethics Code.

Recommendation: Note receipt and file.

5. Schedule June 2005 tour and the possible cancellation of July 2005 Parks, Recreation and Cultural Resources Commission Meeting – (Bonnie Greiner)

Background: To provide accurate dates and information for the 2005 City Calendar, the Commission should determine which Saturday they would like to schedule their annual park tour and whether the Commission will hold their July 11, 2005 meeting.

Recommendation: Discuss and advise staff accordingly.

XI. Staff Reports

1. Parks Monthly Response Log

XII. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Ku
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)

XIII. Future Agenda Items

XIV. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, October 4, 2004
Milpitas City Hall – Committee Conference Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda:

VI. Approval of Minutes:

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. Old Business

1. Schedule June 2005 meeting and park tour of Parks, Recreation and Cultural Resources Commission (Kathleen Yurchak, Recreation Services Supervisor)

Background: To provide accurate dates and information for the 2005 City Calendar, the Commission should determine which Saturday they would like to schedule their annual park tour. This item was discussed at the September PRCRC meeting and the date of June 11, 2005 was tentatively set pending the commissioners checking their schedules.

Recommendation: Discuss and advise staff accordingly.

X. New Business

1. Youth Sports Grant Assistance (Kerrilyn Ely, Recreation Services Supervisor)

Background: On June 15, 2004, the Milpitas City Council approved and appropriated \$8,000.00 for the Youth Sports Assistance Fund for the 2004-2005-budget year. Included in the Commission's packet for review and consideration are two (2) Individual Youth Sports Assistance requests and two (2) Organizational Youth Sports Assistance Fund requests:

One Individual Youth Sports Assistance Fund Application was received from **Nastassia A. Hamor, requesting \$500.00** to offset the cost of competing in the Outdoor In-line Skating competition Trophée Des 3 Pistes in France, March 23-30, 2005.

One Individual Youth Sports Assistance Fund Application was received from **Randy Zappia, requesting \$150.00** to offset the cost of competing in the BMX Blackjack National in Reno, Nevada on September 3-5, 2004.

These applications fall within the guidelines, under section, "Funding consideration will be given", page 3, item #4 states; "As an event occurring where additional funding is required for a special event where participants are advancing beyond the normal spectrum of league play, hence additional expenses."

One (1) Organizational Youth Sports Assistance Fund Application was received from **Milpitas PAL Soccer, requesting \$ 1,000.00** to offset the unexpected seasonal cost of purchasing field stripping equipment and paint supplies for the use and practice on City fields. During previous soccer seasons Park Services would "burn" soccer field lines, but ceased this practice in 2004 due to staff time impacts, player safety concerns and turf preservation.

One (1) Organizational Youth Sports Assistance Fund Application was received from **Southpawprep, requesting \$ 980.00** to offset the cost of purchasing video equipment to tape player and team skills, practices and games.

These applicants meet the eligibility for the grant process. Staff has reviewed the items requested and has found that the requested items meet the application guidelines, under the section, "Funding consideration will be given", page 2, and item #3 states: "to one time activities or capital equipment purchases designed to address a need or problem which organization cannot routinely finance".

There is currently a **balance of \$3,500.00** in the 2004-2005 Youth Sports Assistance Fund.

Recommendation: Staff is recommending that the PRCRC review the applications. Staff is recommending approval of two individual grants in the amount of \$500.00 to Nastassia A. Hamor and \$150.00 to Randy Zappia and two organizational requests for \$1,000.00 to Milpitas PAL Soccer and \$980.00 to Southpawprep, **leaving a balance of \$870.00 for the remainder of the fiscal year.**

2. Proposed Park Areas related to the Elmwood Residential Development. (Troy Fujimoto, Acting Associate Planner)

Background: KB Home is proposing to improve 4+ acres of the Hetch-Hetchy right-of-way and create approximately 6.65 acres of new public park area with their development proposal to construct 683 homes on approximately 29 acres along both sides of South Abel St. The applicant is currently in lease negotiations with the San Francisco Public Utilities Commission staff and is

seeking preliminary feedback from the PRCRC on the level and type of park improvements being proposed on the Hetch-Hetchy and on the west of South Abel Street. Details of the proposed new park around the O'Toole Elms and a concept for a historic interpretive display will be presented at the PRCRC's November meeting.

Recommendation: Provide feedback to the applicant on the level and type of park amenities as proposed on the Hetch-Hetchy right-of-way and on the west side of South Abel Street.

XI. Staff Reports

1. Parks Monthly Response Log

XII. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Ku
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)

XIII. Future Agenda Items

XIV. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, November 1, 2004
Milpitas City Hall – Committee Conference Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda:

VI. Approval of Minutes:

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Proposed Elm Park area related to the Elmwood Residential Development. (Troy Fujimoto, Acting Associate Planner)

Background: At the previous PRCRC meeting, KB Home presented a portion of the parks related to the proposed 683 unit Elmwood residential development. The applicant has returned to the Commission to receive preliminary feedback on the level and type of park improvements being proposed in the park area around the Elm tree grove located to the west of South Abel Street. Park amenities include play equipment, including swings and tot-lot, trails through the area and a historic interpretive display.

Recommendation: Provide feedback to the applicant on the level and type of park amenities proposed at the Elm Tree grove park area.

X. Staff Reports

1. Parks Monthly Response Log

XI. Liaison Reports

- 1. City Council – Council Member Polanski (50th Anniversary Update)**
- 2. Community Advisory Commission – Commissioner Ku**
- 3. Senior Advisory Commission – Commissioner Gill**
- 4. Planning Commission – Commissioner Tuason**
- 5. Youth Advisory Commission - Commissioner Munzel**
- 6. Milpitas Historical Society –**
- 7. Arts Commission – Commissioner Krommenhock**
- 8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)**

XII. Future Agenda Items

XIV. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, December 6, 2004
Milpitas City Hall – Committee Conference Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda:

VI. Approval of Minutes:

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Library Conceptual Design. (Mark Rogge, Principle Engineer)

Background: Staff will provide an update of the Library Conceptual Design including the restoration of the historic grammar school.

Recommendation: note receipt and file.

2. North Main Street Projects EIR (Dennis Carrington, Senior Planner)

Background: The City, in coordination with LSA Associates, has prepared a Draft Environmental Impact Report for the projects along North Main Street which was mailed to the PRCRC on October 18th. The projects includes the new library which will incorporate the Milpitas Grammar School building, a senior housing development which will incorporate the DeVries house, a new County Health Center, a parking structure on the east side of the North Main Street which will result in the removal of the Winsor Blacksmith Shop, and a parking structure on the west side of North Main Street. Staff will present at the meeting a detailed summary of the project impacts to cultural resources and the proposed mitigation measures. The City Council will be considering the EIR at their meeting of January 4, 2005.

Recommendation: Recommend the City Council certify the EIR.

X. Staff Reports

1. Parks Monthly Response Log

XI. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Ku
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock
8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)

XII. Future Agenda Items

XIV. Adjournment